

CITY OF RIVERTON  
JOB DESCRIPTION

CHIEF OPERATOR  
COLLECTION AND DISTRIBUTION

**SUMMARY:** Performs administrative, supervisory, and technical work in the direction of the maintenance and construction of the City Water Distribution System, Wastewater Collection System, and Irrigation System.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Oversees the proper operation and maintenance of the assigned system requiring considerable independent judgment, using specialized tools, equipment, and skilled personnel. This includes equipment operation, maintenance and repair, and report preparation.

Responds to regulator agency and administrative inquiries.

Submits recommendations, both oral and written, to Utilities Division Manager.

Supervises the maintenance, construction, and repair of all aspects of distribution and collection systems, irrigation system and maintenance of equipment.

Ensures that lower level personnel comply with applicable safety and occupational health standards; maintains discipline, conduct and appearance of lower level personnel; directs custodial maintenance duties as required.

Prepares Collection, Distribution, and Irrigation budgets, including equipment replacement.

Assists in operator training.

Stands on-call duties as assigned.

Maintains records of personnel, equipment time and performance.

Deals with the public and responds to requests and/or complaints on matters regarding the Collection and Distribution system and any other matters as may be directed.

Conducts employee evaluations, implements disciplinary action when required.

**SUPERVISORY RESPONSIBILITIES:** Exercises supervision directly or through subordinates over skilled, semi-skilled, and unskilled personnel.

**SUPERVISION RECEIVED:** Works under the general supervision of the Utilities Division Manager.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are

representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); and a minimum of ten years of construction and/or water and sewer system experience; a minimum of 7 years of progressive responsible experience in the maintenance of water distribution systems and wastewater collection systems; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving the Collection and Distribution Systems.

**OTHER REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of equipment, machinery, and hand tools used in construction and maintenance of distribution, collection, irrigation, and other systems; skill in the operation of machinery and equipment required by the position; ability to keep records; ability to follow standards, safety practices and procedures common to maintenance and construction work.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid Level II Wyoming Operator Certification in Distribution and Collection Systems; must possess a valid Wyoming Commercial Driver's License of the required status; ability to be insured under the City's municipal automobile insurance coverage; must be at least 18 years of age.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals and vibration.

The noise level in the work environment is usually loud.